



# CITY OF ATLANTA

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**ETHICS OFFICE**

Ginny Looney  
City Ethics Officer  
[glooney@atlantaga.gov](mailto:glooney@atlantaga.gov)

January 10, 2006

Dear city officials and employees:

The city's records show that you are a person who is required by law to file a 2006 Financial Disclosure Statement. The deadline for filing is Wednesday, February 15, 2006.

The Code of Ethics requires elected and appointed city officials and approximately one-tenth of the city's work force to file an annual statement of financial interest. The statement must be filed each year in which the officials and employees hold their positions with the city and for the year following the one in which they leave.

The purpose of the financial disclosure requirement is to enable the public to review the financial and personal interests of city officials and employees for actual and potential conflicts of interest. All statements, whether paper or electronic, were available online for viewing in 2005 and will be publicly available again this year at <https://apps.atlantaga.gov/efile/search.asp>.

The Board of Ethics has voted to impose mandatory, online filing of the 2006 statement by all city elected officials and employees who are required to file. City board members, hearing officers, and NPU officers are strongly encouraged to file online. You can find instructions for efileing on the yellow insert in this mailing.

- If the city has a current email address for you, you will receive an email shortly from the Ethics Office providing you with instructions about how to file online.
- If you do not receive an email by January 17, send an email to [ethicsofficer@atlantaga.gov](mailto:ethicsofficer@atlantaga.gov) with "update email address" in the subject line to receive instructions and a link to the online efileing system.
- If you do not have an email address or access to the Internet and are required to file online, ask your department to provide you access, use a computer at the public library, or visit the Ethics Office to receive assistance.

Your failure to receive a disclosure form at your home address or notice by email does not relieve you of your obligation to file.

Sincerely,

Ginny Looney